



**NORTH CAROLINA**

Department of Transportation



# 2020 Virtual Training for Powell Bill Certified Statement

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FINAL

## Virtual Meeting Checklist:

- ☒ Mute your microphone
- ☒ Your video image will be off
- ☒ Submit questions through chat & will be answered at the end

***This meeting is being recorded and may be published to the Powell Bill website.***

***By continuing in the meeting, you are consenting to be recorded.***

# Purpose of Funding

- Powell Bill allocations are made to incorporated municipalities which establish their eligibility and qualify per NCGS § **136-41.1 through 136-41.4**
- Use of Funds:
  - **PRIMARILY** for the resurfacing of streets
  - Maintaining, repairing, constructing, reconstructing, or widening of any street / public thoroughfare including bridges, drainage, curb and gutter, and other necessary appurtenances **within the corporate limits** of the municipality
  - Cost of assessments levied for such purposes
  - Planning, construction and maintenance of bikeways, greenways or sidewalks

# Questions About Uses of Funds?

Go to the Powell Bill Website to review the **Expenditure Guidance**:

<https://connect.ncdot.gov/municipalities/State-Street-Aid/>

Still not sure, consult:

- Your municipality's attorney or auditor
- The North Carolina League of Municipalities' attorneys
- Powell Bill Program Unit

# HB 77 – Session Law 2020-91

<https://www.ncleg.gov/BillLookup/2019/h77>

**GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2019**

**SESSION LAW 2020-91  
HOUSE BILL 77**

AN ACT TO ADJUST THE DEPARTMENT OF TRANSPORTATION CERTIFIED BUDGET FOR THE 2020-2021 FISCAL YEAR AND TO IMPLEMENT GOVERNANCE MEASURES AND OTHER MODIFICATIONS RELATED TO THE OPERATIONS OF THE DEPARTMENT.

State Aid to Municipalities

(17,795,301)

# HB 77 – Session Law 2020-91

<https://www.ncleg.gov/BillLookUp/2019/h77>

## HIGHWAY FUND REDUCTIONS

**SECTION 3.2.** Of the funds appropriated in this act to the Department of Transportation from the Highway Fund, the sum of one hundred seventy-six million eight hundred fifty-eight thousand one hundred seventy-one dollars (\$176,858,171) for the 2020-2021 fiscal year shall be reduced as follows:

- (1) Mobility Modernization Program (Fund Code: 7844) – \$41,443,078 in nonrecurring funds. The revised net appropriation is \$0.
- (2) Powell Bill Program (Fund Code: 7836) – \$7,375,000 in recurring funds and \$10,420,301 in nonrecurring funds. The revised net appropriation is \$137,079,699.



# HB 77 – Session Law 2020-91

<https://www.ncleg.gov/BillLookUp/2019/h77>

## **POWELL BILL FUNDS**

**SECTION 4.11.(a)** Section 5.4 of S.L. 2019-250 is repealed.

**SECTION 4.11.(b)** For the 2020-2021 fiscal year, municipalities with a population of 400,000 or more shall only receive two-thirds of the 2019-2020 fiscal year allocation of Powell Bill Program funds, as reported in the Department's "2019 North Carolina State Street Aid Allocations to Municipalities" dated January 2020. The remaining Powell Bill Program funds shall be allocated to municipalities with a population of less than 400,000 in accordance with the requirements of G.S. 136-41.1(a).

# HB 77 – Session Law 2020-91

<https://www.ncleg.gov/BillLookUp/2019/h77>

## **POWELL BILL PREFERENCE FOR PLANTS NATIVE TO NORTH CAROLINA**

### **SECTION 4.11A.** G.S. 136-41.3(a) reads as rewritten:

"(a) Uses of Funds. – Except as otherwise provided in this subsection, the funds allocated to cities and towns under the provisions of G.S. 136-41.1 and G.S. 136-41.2 shall be expended by said cities and towns primarily for the resurfacing of streets within the corporate limits of the municipality but may also be used for the purposes of maintaining, repairing, constructing, reconstructing or widening of any street or public thoroughfare including bridges, drainage, curb and gutter, and other necessary appurtenances within the corporate limits of the municipality or for meeting the municipality's proportionate share of assessments levied for such purposes, or for the planning, construction and maintenance of bikeways, greenways, or sidewalks. Cities and towns shall strongly prefer the use of seeds and plants the U.S. Department of Agriculture has classified as native to North Carolina when the use of funds under this subsection includes landscaping. The funds allocated to cities and towns under the provisions of G.S. 136-41.1 and G.S. 136-41.2 shall not be expended for the construction of a sidewalk into which is built a mailbox, utility pole, fire hydrant, or other similar obstruction that would impede the clear passage of pedestrians on the sidewalk."



# 2020/2021 Powell Bill Appropriation



\$	154,875,000	SL 2019-250
\$	(4,397,199)	SL 2020-251
\$	(17,795,301)	SL 2020-91
\$	132,682,500	Net Appropriation

# 2020/2021 Powell Bill Appropriation

- 1 Adjust and Apply 2/3 for Municipalities  
(Population  $\geq$  400,000)



- 2 Remaining Funds for Municipalities  
(Population  $<$  400,000)

Follow allocation formula – NCGS 136-41.1(a)

Population



75%

Certified Mileage



25%

# Qualification Requirements

## **Incorporated Before January 1, 1945**

- Has conducted municipal elections within the last 4 years
- Currently imposes an ad valorem tax or provides other funds for general operating expenses

# Qualification Requirements

## Incorporated Between January 1, 1945 and December 31, 1999

- Has conducted municipal elections required by charter/general law
- Levied at least 5¢ per \$100 valuation of all taxable property within corporate limits and has collected at least 50% of the ad valorem tax levied from the preceding fiscal year
- Provides **at least 2** of these municipal services:
  - water distribution
  - street lighting
  - police protection
  - sewage collection or disposal
  - fire protection
  - garbage and refuse collection or disposal
  - street maintenance, construction, or right-of-way acquisition

# Qualification Requirements

## Incorporated After January 1, 2000

- Has conducted municipal elections required by charter/general law
- Levied at least 5¢ per \$100 valuation of all taxable property within corporate limits and has collected at least 50% of the ad valorem tax levied from the preceding fiscal year
- Provides **at least 4** of these municipal services:
  - police protection
  - fire protection
  - water distribution
  - garbage and refuse collection or disposal
  - street construction, or right-of-way acquisition
  - street maintenance
  - street lighting
  - zoning



*P.S. You Got This*



# New Official NCDOT Policy/SOP

State Street-Aid (Powell Bill) Prog x +

connect.ncdot.gov/municipalities/State-Street-Aid/Pages/default.aspx

Connect NCDOT  
BUSINESS PARTNER RESOURCES

Home Help Site Map

Doing Business Bidding & Letting Projects Resources **Local Governments** Search...

Bridge Reuse Interagency Leadership Local Projects Planning School Transportation State Airport Aid **State Street-Aid (Powell Bill)** Utilities

## State Street-Aid (Powell Bill) Program

Powell Bill allocations are made to incorporated municipalities which establish their eligibility and qualify per North Carolina General Statute 136-41.1 through 136-41.4.

Connect NCDOT Local Governments State Street-Aid (Powell Bill)

### Powell Bill Program (STATE AID TO MUNICIPALITIES)

The 2020 Powell Bill Program will begin on July 1, 2020.

In preparation, we suggest that you take a moment to go to the Enterprise Business Services website (<https://www.ebs.nc.gov/irj/portal>) to ensure that you are able to log in without any issues. It is possible that your account went inactive if you haven't logged in for a while. If you are unable to log in or have forgotten your password, please contact the DOT-IT SAP (EBS) Support Services staff on 919-707-2208.

Once you log in, keep in mind you won't be able to do anything until July 1, the opening date for Powell Bill.

### NCDOT Policy/SOP

- FINAL NCDOT Policy F.28.0100** PDF
- SOP Processing of Powell Bill Certified Statement Final PDF
- SOP Processing of Powell Bill Expenditure Report Final PDF
- SOP Processing of Powell Bill Fiscal Data Report Final PDF

<https://connect.ncdot.gov/municipalities/State-Street-Aid/>

# Important Dates to Remember

## IMPORTANT DATES TO REMEMBER

Certified Statement, street listing,  
certified Powell Bill map, and  
add/delete sheet (if applicable)



Powell Bill Expenditures Report  
is statutorily due



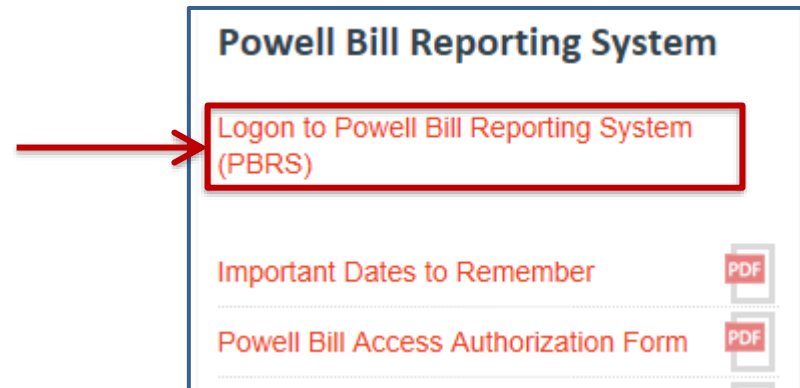
Municipal Street Fiscal Data  
Report is due



**\*\* Your municipality will be disqualified from the Powell Bill Program if all required documentation is not received prior to the disbursement of the allocation \*\***

# Powell Bill Reporting System

- Enterprise Business Services Website:
  - [www.ebs.nc.gov](http://www.ebs.nc.gov)
- Use the Link on our website
  - <https://connect.ncdot.gov/municipalities/State-Street-Aid/>



# Powell Bill Reporting System



The login interface for the Enterprise Business Services system. It features the Great Seal of the State of North Carolina on the left, which includes the text "THE GREAT SEAL OF THE STATE OF NORTH CAROLINA", "MAY 20, 1775", "APRIL 12, 1776", and "ESSE QUAM VIDERI". To the right of the seal is the text "Enterprise Business Services". Further right are the login fields: "User \*" with an asterisk, a text input box, "Password \*" with an asterisk, another text input box, and the note "Passwords are case sensitive". Below these fields is a "Log On" button. At the bottom right are two links: "Login Help" and "Browser Support".

## PBRS is a Secured System

User ID and password are required for access

# Certified Statement

Purpose: The municipality attests that they qualify to receive Powell Bill funds as well as certifies their street mileage

## **\*\* Big Changes \*\***

- Simplified Reporting
- No specific questions about tax rates, dates, and municipal services

# Certified Statement

## Instructions for Certified Statement

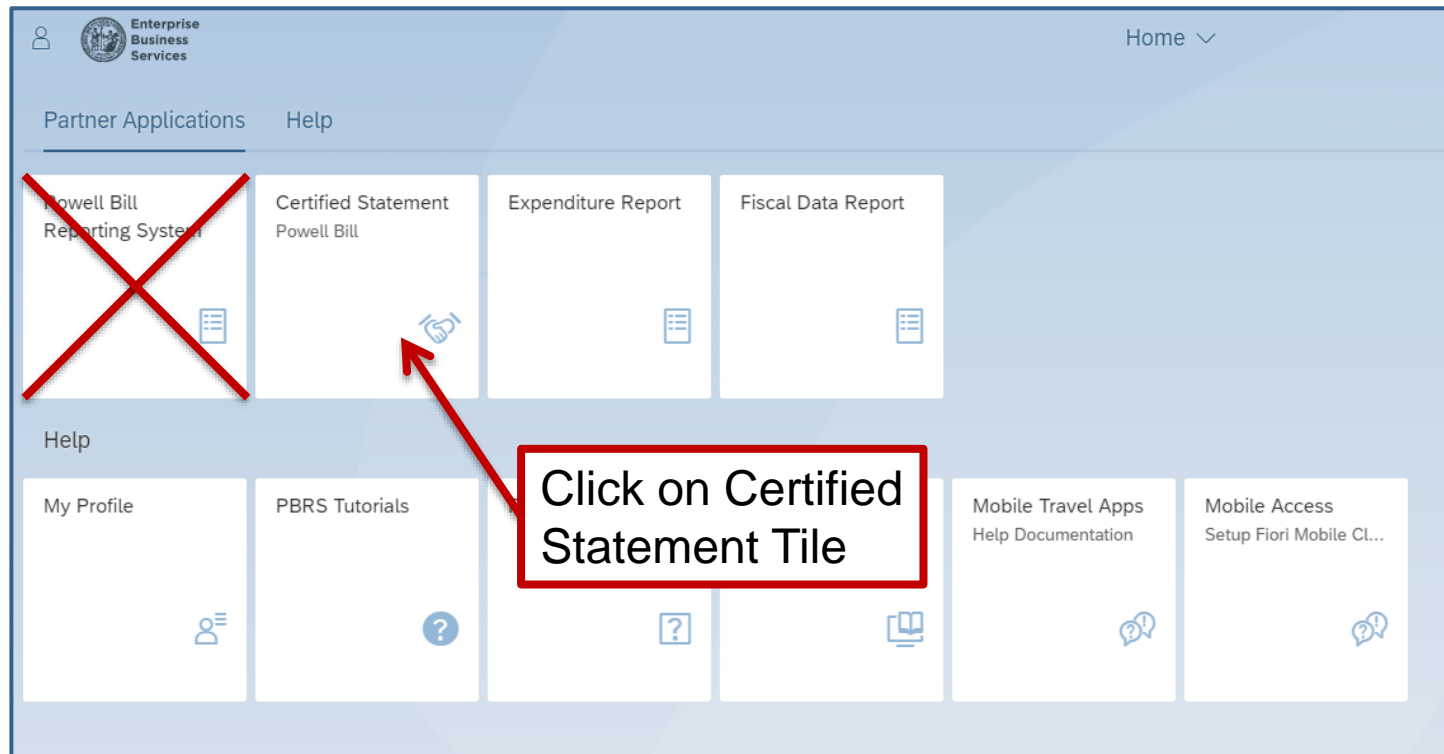
How to:

- Complete
- Print & Sign
- Attach (supporting documents)
- Submit

**Due by  
July 21<sup>st</sup>**



# Certified Statement



After Logging in, click on the “Certified Statement” Tile to see the Certified Statements

# Certified Statement

The screenshot displays the 'PowellBill Certified Statement' interface. It features two tables: 'Current Year's Agreements' and 'Past Year's Agreements'. The 'Current Year's Agreements' table has one row with the following data:

Agreement	Grantee Name	Program Name	Status
2000041759	TOWN OF	POWELLBILL_2020	Created

The 'Past Year's Agreements' table has six rows with the following data:

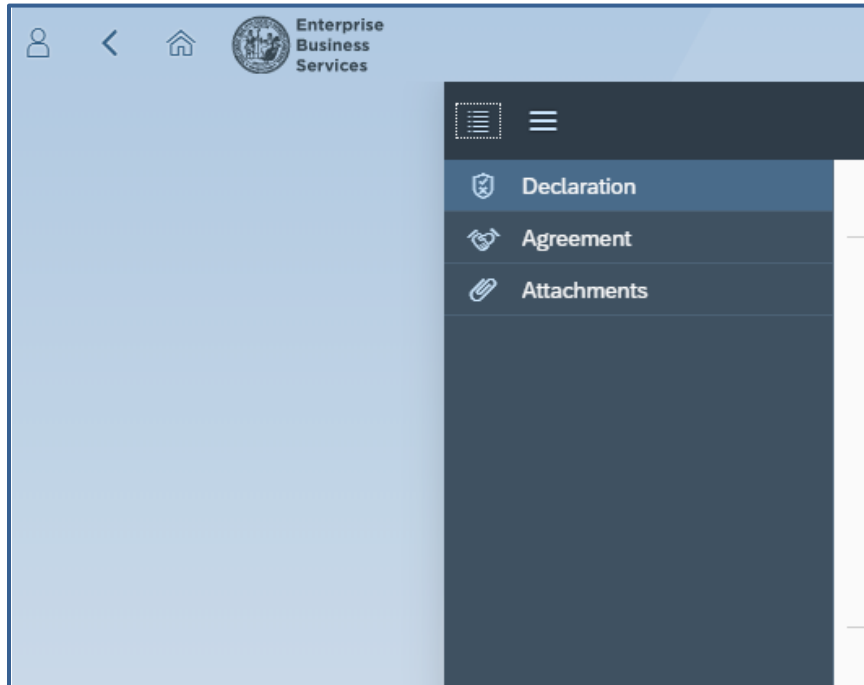
Agreement	Grantee Name	Program Name	Status
2000035275	TOWN OF		
2000035785	TOWN OF		
2000036304	TOWN OF	POWELLBILL_2017	L2-Approved-Auto
2000036812	TOWN OF	POWELLBILL_2016	L2-Approved-Auto
2000037628	TOWN OF	POWELLBILL_2015	L2-Approved-Auto
2000001110	TOWN OF	POWELLBILL_2014	L2-Approved-Auto
2000006140	TOWN OF	POWELLBILL_2013	L2-Approved-Auto

Annotations on the screenshot include:

- A red box labeled 'Created Status' with an arrow pointing to the 'Created' status in the 'Current Year's Agreements' table.
- A red box labeled 'Select the current year's agreement' with an arrow pointing to the '2000041759' agreement ID in the 'Current Year's Agreements' table.

Select the agreement under “Current Year’s Agreements” to open the Certified Statement

# Certified Statement



- Three Screens:
  - Declaration
  - Agreement
  - Attachments

# Certified Statement – Declaration

The screenshot displays the 'NCDOT Powell Bill Program Administration' web interface. On the left is a dark blue sidebar with a menu containing 'Declaration' (selected), 'Agreement', and 'Attachments'. The main content area has a light blue header with the title 'NCDOT Powell Bill Program Administration' and a dropdown arrow, and a blue box on the right showing the number '2000000000'. The 'Declaration' section includes the following text:

**NCDOT Policy F.28.0100**

Business Category: Division of Highways (DOH)  
Business Area: Planning & Programming/Powell Bill Unit  
Approval Date: 4/21/2020  
Last Revision Date: 1/28/2020  
Next Review Date: 4/21/2022

**Authority**

NC General Statute § 136-41.1. Appropriations to municipalities; allocation of funds generally; allocation to Butner  
NC General Statute § 136-41.2. Eligibility for funds; municipalities incorporated since January 1, 1945.  
NC General Statute § 136-41.3. Use of funds; records and annual statement; excess accumulation of funds; contracts for maintenance, etc., of streets.  
NC General Statute § 136-41.4. Municipal use of allocated funds; election.

**Definitions**

"Automated Clearing House" (ACH) shall mean an automated clearing house to process the exchange of electronic funds between financial institutions.  
"NCDOT" – shall mean the North Carolina Department of Transportation  
"Participant(s)" – shall mean municipalities that could participate in, and receive funds from, the Powell Bill program  
"PBRs" – shall mean the Powell Bill Reporting System  
"Program" – shall mean the Powell Bill Program which runs by fiscal year, July 1st to June 30th  
"The Board" – shall mean the North Carolina Board of Transportation  
"The Unit" – shall mean the Powell Bill Business Unit as a whole and any assigned individuals

**Policy**

Adherence to the deadlines, policies, procedures, and instructions set forth by the Powell Bill Unit will ensure the efficient and timely processing of required information, documents, and submission of required reports by the Unit.

At the bottom right of the form are three buttons: 'Back', 'Save', and 'Next'.

1<sup>st</sup>: Declaration – Acknowledge the NCDOT Policy for the Powell Bill Program

# Certified Statement – Declaration

NCDOT Powell Bill Program Administration

2000000000

**Declaration**

Agreement

Attachments

## Biennial Policy Acknowledgment – Due May 1st

The mayor of the participating municipality must sign a policy acknowledgement every two years, or within 6 (six) months of taking office. This acknowledgement is due May 1st of every second year.

### Powell Bill Allocation Disbursement

All Powell Bill funds will be distributed via Direct Deposit.  
Funds will be released by NCDOT Fiscal before October 1st and January 1st each year, as required by statute.

### Access to the PBRS

All municipal staff must have their own unique user access to the PBRS; no sharing of log on credentials to the system is allowed.

New users will also sign the policy acknowledgement and submit it with the security access form (check with SAP Security about added acknowledgement statement to access request form)

### Discontinuing Powell Bill Participation

If a municipality discontinues its participation in the Powell Bill Program, all remaining Powell Bill funds will be returned to the Department of Transportation for reallocation.

### Signature

☒ In order to proceed with information submission, I acknowledge that I have read the above policy. I agree to above Terms & Conditions.

Name:

Date:

1) Read the **ENTIRE** policy

2) Complete the signature section

3) Click "Next"

# Certified Statement – Agreement

Agreement Overview

Grantee Name: TOWN OF

Program Name: ALLOCATION 2020

Status: Created

Mileage: 0.00

Street Length

County	Dirt Surfaced	Gravel Surfaced	Hard Surfaced	Total Miles
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00

General Information

Mileage Less Than 16ft: 0.00

Year Incorporated: 1999

Corporate limits change during fiscal year:

Street mileage change:

Back Save Next

2<sup>nd</sup>: Agreement – Complete mileage information and if there have been any changes since last year



# Certified Statement

1) Select County

2) Enter mileage for each surface type

3) Enter mileage of roads <16 ft wide

4) Y/N if there are changes to the town since last year

If Answered “Yes”, this is **REQUIRED**:

- 2<sup>nd</sup> page to Certified Statement
- Updated Powell Bill map

5) Click “Next”

The screenshot shows a web form titled "Certified Statement". It includes a "Street Length" section with a table for entering mileage by surface type and county. The "County" dropdown is set to "BUNCOMBE". The table shows 2.00 miles of Dirt Surface, 3.00 miles of Gravel Surface, and 5.00 miles of Hard Surface, totaling 10.00 miles. Below this is a "General Information" section with fields for "Mileage Less Than 16ft:" (1.00), "Year Incorporated:" (1999), "Corporate limits change during fiscal year:" (No), and "Street mileage change:" (No). At the bottom right are "Back", "Save", and "Next" buttons. Arrows from the numbered instructions point to the corresponding form elements: 1) to the County dropdown, 2) to the surface type input fields, 3) to the Mileage Less Than 16ft field, 4) to the Yes/No change fields, and 5) to the Next button.

County	Dirt Surface	Gravel Surface	Hard Surface	Total Miles
BUNCOMBE	2.00	3.00	5.00	10.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00

General Information

Mileage Less Than 16ft: 1.00

Year Incorporated: 1999

Corporate limits change during fiscal year: No

Street mileage change: No

Back Save Next

# Certified Statement – Attachments

The screenshot displays a web application interface for the 'Affidavit' form. The top navigation bar includes a hamburger menu icon, the title 'Affidavit' with a dropdown arrow, and a blue button labeled '2000000000'. The left sidebar contains three menu items: 'Declaration' (with a shield icon), 'Agreement' (with a heart icon), and 'Attachments' (with a paperclip icon and highlighted in blue). The main content area is titled 'Affidavit/Other Documents'. It contains the following text: 'Click the button below to generate the affidavit.', a green button labeled 'Generate Certified Statement', and instructions: 'Sign and Notarize the affidavit and attach the scanned copy below. Please attach the current Street listing. And the certified, digital map file and add/delete sheet, if applicable.' Below this is a section labeled 'Attachments (0)' with a plus sign icon. A large, light gray box with a document icon and the text 'No Affidavits/Other Documents Attached' is centered. Below this box is the instruction 'Drop files to upload, or use the "+" button.' At the bottom right of the form are three buttons: 'Back', 'Submit', and 'Next'.

3<sup>rd</sup>: Attachments – Generate Certified Statement form, then attach signed form and supporting documents

# Certified Statement – Attachments

## Affidavit/Other Documents

Click the button below to generate the affidavit.

Generate Certified Statement

1) Click “Generate Certified Statement”

Check form for accuracy and that all pages were generated.

Agreement Number: 2000000000

Program Year: 2018

### STATE OF NORTH CAROLINA POWELL BILL PROGRAM CERTIFIED STATEMENT

Municipality: TOWN OF \_\_\_\_\_

Pursuant to NCGS 136-41.1 through 136-41.3, as amended, this is to certify that the undersigned is the duly elected, qualified and acting mayor of TOWN OF \_\_\_\_\_, North Carolina, and that the municipality meets the requirements set forth to qualify for the program.

1. Year of Municipality's Incorporation: 2001

Municipal Street Mileage as of July 1, 2018

2. Eligible Street Mileage (Conforms to the requirements of NCGS 136-41.1):

- ☐ Are within the corporate limits
- ☐ Are maintained by the municipality
- ☐ Open to use by the general public
- ☐ Have an average width of at least sixteen (16) feet

(If the municipality lies within more than one county, please limit mileage by county.)

County	Dirt Surfaced	Soil, Stone, or Gravel Surfaced	Hard Surfaced	Total Miles
CAMDEN	1.00	2.00	1.00	4.00
CARTERET	0.00	0.00	1.00	1.00
CASWELL	0.00	0.00	1.00	1.00
Total	1.00	2.00	3.00	6.00

3. Ineligible Mileage (do not meet the requirements under NCGS 136-41.1) 1.00

Municipal Changes:

4. Corporate limits have changed during the fiscal year ☐ Yes ☒ No
5. Total Powell Bill eligible street mileage has changed during the fiscal year ☒ Yes ☐ No

If yes to either question, a new map must be attached in the on-line system certified on or after July 1, 2018

Attest:

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

Clerk: \_\_\_\_\_

Date: \_\_\_\_\_


2) Click “Download” to save the form to your computer

Download Close

Back Submit Next

# Certified Statement

Agreement Number: 2000000 Program Year: 2018

  
STATE OF NORTH CAROLINA  
POWELL BILL PROGRAM CERTIFIED STATEMENT

Municipality: TOWN OF \_\_\_\_\_

Pursuant to NCGS 136-41.1 through 136-41.3, as amended, this is to certify that the undersigned is the duly elected, qualified and acting mayor of TOWN OF \_\_\_\_\_, North Carolina, and that the municipality meets the requirements set forth to qualify for the program.

1. Year of Municipality's Incorporation: 2001

**Municipal Street Mileage as of July 1, 2018**

2. Eligible Street Mileage (Conforms to the requirements of NCGS 136-41.1):

- ☐ Are within the corporate limits
- ☐ Are maintained by the municipality
- ☐ Open to use by the general public
- ☐ Have an average width of at least sixteen (16) feet

*(If the municipality lies within more than one county, please limit mileage by county.)*

County	Dirt Surfaced	Soil, Stone, or Gravel Surfaced	Hard Surfaced	Total Miles
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00

3. Ineligible Mileage (do not meet the requirements under NCGS 136-41.1) 0.00

**Municipal Changes:**

4. Corporate limits have changed during the fiscal year ☐ Yes ☐ No

5. Total Powell Bill eligible street mileage has changed during the fiscal year ☐ Yes ☐ No

*If yes to either question, a new map must be attached in the on-line system certified on or after July 1, 2018*

\_\_\_\_\_  
Attest:

Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Page 1 of 2 Rev: 10/2019

- Review Completed Form
- Print
- Obtain Signatures – E-Signatures are allowed

A municipal seal is  
**NOT** required

# Certified Statement

## Required Documents

- Every Year
  - Completed Certified Statement Form
  - Street Listing
- With Municipal Changes
  - Certified, Digital, Municipal Map
  - Add/Delete Sheet

# Streets Listing


	A	B	C
	<b><i>Town of Powell</i></b>		
1	<b><i>2020 Powell Bill Street Listing</i></b>		
2	<b>Street Name</b>	<b>Surface</b>	<b>Mileage</b>
3	1st Avenue	Hard	0.08
4	2nd Avenue	Hard	0.15
5	3rd Avenue	Hard	0.06
6	4th Avenue	Hard	0.11
7	5th Avenue	Hard	0.24
8	Adams Street	Gravel	0.87
9	Jefferson Road	Hard	0.69
10	Washington Way	Hard	0.04
11	Lincoln Court	Gravel	0.66
12	Franklin Avenue	Hard	0.30
13	Jackson Street	Hard	0.12
14	Johnson Avenue	Gravel	0.17
15			
16	<b>Totals Gravel</b>		<b>1.70</b>
17	<b>Totals Hard</b>		<b>1.79</b>
18	<b>Total Length</b>		<b>3.49</b>

- Must include:
  - street name
  - surface type (same as the Certified Statement form)
  - length in miles
  - totals at the bottom
- Submitted in MS Word or MS Excel format
- Totals match Certified Statement form



# Certified Statement – Page 2

Agreement Number: 2000000 Program Year: 2018

  
STATE OF NORTH CAROLINA  
POWELL BILL PROGRAM CERTIFIED STATEMENT

Municipality: TOWN OF \_\_\_\_\_

**Municipal Changes**  
If there are changes to the corporate limits of the municipality or to the Powell Bill eligible street mileage, the following are required in addition to the signed certified statement form and street listing.

- **Certified Powell Bill Map**  
The map must be newly certified (signed, dated, and sealed) by a Registered Professional Engineer or Land Surveyor on or after July 1, 2018.
- **Add/Delete Sheet**  
List streets, or portions thereof, and the length (in miles) that have been added or deleted from the municipal street system since the previous year's filing.

This is to certify that I am a Registered Professional Engineer or Land Surveyor pursuant to the laws of the State of North Carolina; that I have examined the mileage statements and maps referred to in Items 2, 3, 4, and 5 above; that I have made actual measurements and examinations of non-State system streets in the above municipality and from said examinations and measurements, the statements and distances contained in said table are correct; and that the map and the mileage statements are correct within a possible error of one-hundredth of a mile per mile.

\_\_\_\_\_  
Attest:

(Affix Seal)

\_\_\_\_\_  
Registered Professional Engineer or Land Surveyor

\_\_\_\_\_  
Date

Page 2 of 2 Rev: 10/2019

- **ONLY** generated when there are municipal changes
- **Signed and Sealed** by Registered PE or Land Surveyor

# Powell Bill Map

- A new signed and approved map is required:
  - Every 5 years
  - ~ **OR** ~
  - Whenever there are changes to corporate limits or total Powell Bill street mileage

# Powell Bill Map

- Submitting Digital Maps
  - Should be attached to the Certified Statement in the Powell Bill Reporting System (PBRs)
  - GIS Shape files may also be attached if available
- Digital maps MUST have an engineer's or surveyor's seal, signature, and date
- The engineering firm hired by the municipality can scan the map if necessary



# Add/Delete Sheet

Municipality of: \_\_\_\_\_ Page 1 of 1

**ATTACH THIS LIST WITH CERTIFIED STATEMENT AND POWELL BILL MAP**  
**STREETS ADDED / DELETED BETWEEN JULY 1, 2019 AND JUNE 30, 2020**

Municipality of: \_\_\_\_\_ Date: \_\_\_\_\_

Please list **only** those streets, or portions thereof, that have either been **added to**, or **deleted from**, your municipality's street system between **July 1, 2019** and **June 30, 2020**.

STREET NAME (or SR # if Transfer from State System) (ADDED TO)	MILEAGE (convert feet to hundredth of a mile)	+
		-
TOTAL		

STREET NAME (or SR # if Transfer from State System) (DELETED FROM)	MILEAGE (convert feet to hundredth of a mile)	+
		-
TOTAL		

TOTAL STREETS ADDED AND DELETED	MILEAGE
Total Streets Added	
Total Streets Deleted	
TOTAL	

- Separate Document, not part of the street listing
- [Form is available on our website](#)

# Board of Transportation – Item P

- Changes within the corporate limits of a participating municipality that involve the State Highway System must be approved by the Board of Transportation
- Changes must be approved by Board prior to July 1<sup>st</sup> to be in affect for the following Powell Bill year
- Contact your local Division Engineer for assistance

# Certified Statement – Attachments

1) Click “+” to upload document

2) Select the file and click “Open”

The attachment will be listed on the screen once it’s loaded

Use the same steps to attach all required documents

The interface shows the 'Affidavit' section with a sidebar containing 'Declaration', 'Agreement', and 'Attachments'. The main area is titled 'Affidavit/Other Documents' and shows 'Attachments (0)'. A red box highlights a '+' button in the bottom right corner of the attachment area. An arrow points from this box to a file explorer window. The file explorer shows the path 'This PC > Desktop > Powell Bill > Certified Statement' and lists a file named 'Powell Bill CS (2000000000)' of size 210 KB. A red box highlights the 'Open' button in the file explorer. Another arrow points from the 'Open' button to the 'Attachments (1)' section of the 'Affidavit' page. This section shows the file 'Powell Bill CS (2000000000).pdf' with a PDF icon and the text 'Created By: 2PBUSER'.



# Certified Statement – Submitting

The screenshot shows the 'Affidavit' section of the NCDOT Certified Statement submission portal. The left sidebar contains 'Declaration', 'Agreement', and 'Attachments'. The main area is titled 'Affidavit/Other Documents' and includes a 'Generate Certified Statement' button. Below this, instructions state: 'Sign the affidavit and attach the scanned copy below. Please attach the current Street listing. And the certified, digital map file and add/delete sheet, if applicable.' A list of four attachments is shown, each with a delete icon (⊗). Red arrows point from callout boxes to these elements: one to the '+' icon for adding attachments, one to a delete icon with the warning 'Files cannot be deleted after submission', and one to the 'Submit' button at the bottom right.

Affidavit ▾

2000000000 Help

Declaration

Agreement

Attachments

Affidavit/Other Documents

Click the button below to generate the affidavit.

Generate Certified Statement

Sign the affidavit and attach the scanned copy below.  
Please attach the current Street listing.  
And the certified, digital map file and add/delete sheet, if applicable.

Attachments (4)

⊕

⊗

⊗

⊗

⊗

Back Submit Next

Make sure all documents are attached

Click “⊗” to delete files attached in error —  
**Files cannot be deleted after submission**

Click “Submit”

# Certified Statement – Submitting

The screenshot displays the 'Affidavit' section of the NCDOT Certified Statement submission interface. The left sidebar contains navigation links for Declaration, Agreement, and Attachments. The main content area, titled 'Affidavit/Other Documents', includes a 'Generate Certified Statement' button and instructions to sign the affidavit and attach scanned copies. Below these instructions is a list of four attachments: 'Powell Bill', 'street listing', 'Add or Delete', and '2020Map.pdf'. A modal dialog box is overlaid on the attachments, asking for confirmation to submit. A red arrow points from a red-bordered box containing the text 'Click "OK"' to the 'OK' button in the dialog box.

Affidavit

2000000000 Help

Declaration

Agreement

Attachments

Affidavit/Other Documents

Click the button below to generate the affidavit.

Generate Certified Statement

Sign the affidavit and attach the scanned copy below.  
Please attach the current Street listing.  
And the certified, digital map file and add/delete sheet, if applicable.

Attachments (4)

Submit

Are you sure you want to submit?  
Once submitted successfully, You will not be able to edit Certified Statement.

OK Cancel

Click "OK"

Back Submit Next

# Certified Statement – Submitting

Click here to go to agreements page

Click the button below to generate the affidavit.

[Generate Certified Statement](#)

Sign the affidavit and attach the scanned copy below.  
Please attach the current Street listing.  
And the certified, digital map file and add/delete sheet, if applicable.

Attachments (4)

- [Powell Bill CS \(2000000000\).pdf](#)  
Created By: 2PBUSER
- [street listings.xlsx](#)  
Created By: 2PBUSER
- [Add or Delete Enabled.pdf](#)  
Created By: 2PBUSER
- [2020Map.pdf](#)  
Created By: 2PBUSER

Agreement Submitted Successfully.

Back Next

# Certified Statement – Submitting

PowellBil Certified Statement ▾

Updated Status

Current Year's Agreements

Agreement	Grantee Name	Program Name	Status
2000041759	TOWN OF	POWELLBILL_2020	Submitted >

Past Year's Agreements

Agreement	Grantee Name	Program Name	Status
2000035275	TOWN OF	POWELLBILL_2019	L2-Approved-Auto >
2000035785	TOWN OF	POWELLBILL_2018	L2-Approved-Auto >
2000036304	TOWN OF	POWELLBILL_2017	L2-Approved-Auto >
2000036812	TOWN OF	POWELLBILL_2016	L2-Approved-Auto >
2000037628	TOWN OF	POWELLBILL_2015	L2-Approved-Auto >
2000001110	TOWN OF	POWELLBILL_2014	L2-Approved-Auto >
2000006140	TOWN OF	POWELLBILL_2013	L2-Approved-Auto >

# Contact Details

Email: [NCDOT\\_PowellBill@ncdot.gov](mailto:NCDOT_PowellBill@ncdot.gov)

Phone: (919) 707-4586

Website: <https://connect.ncdot.gov/municipalities/State-Street-Aid/>

## Staff:

**Asst. Dir., Project Mgmt. & Powell Bill** – Dr. Majed Al-Ghandour, Ph.D., PE, CPM, M.ASCE

**Powell Bill Coordinator** – Molly Stevens

**Administrative Specialist** – Jennie Bunton

**Business Consultant** – Terrie Glover

## NCDIT – Transportation:

### SAP (EBS) Support Services

Email: [EBSSupport@ncdot.gov](mailto:EBSSupport@ncdot.gov)

Phone: (919) 707-2208

# Interactive Powell Bill Help Guide

## Powell Bill Help Guide

Click the tile below to view the Powell Bill Help Guide in a new window.



### Help Guide

Click here to view help for Powell Bill Users



### Certified Statement

Click here to Learn How to Submit a Certified Statement in the PBRs

[https://ena.ebs.nc.gov/ncdotmanager/wa/Functional/~tag/published/index.html?show=group!GR\\_9D3D5DC6D9DF7CB4](https://ena.ebs.nc.gov/ncdotmanager/wa/Functional/~tag/published/index.html?show=group!GR_9D3D5DC6D9DF7CB4)

# Next:

## Expenditure Report Training Session with New Changes

**Due by August 1<sup>st</sup>**

Per G.S. 136-41.3(b)  
Records and Annual Statement



# Questions

